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<b>Purpose</b>	Describe the evaluation and provision of training by the State agency for local agency staff.
<b>Evaluation of Training Needs</b>	<p>Training needs will be evaluated a minimum of one time per year using a variety of methods. Methods used to determine training needs include:</p> <ul style="list-style-type: none"><li>• Local agency evaluations</li><li>• Clinic assessment and support reviews</li><li>• Local agency requests</li><li>• Local agency staffing changes</li><li>• Local agency plans</li><li>• Changes to policy and regulations</li><li>• FNS guidance</li><li>• Program changes</li></ul>
<b>Development of a Training Plan</b>	Training needs identified by the review will be incorporated into a statewide training plan. This training plan will outline the type of training planned for the next year. The training plan will be shared with all local agency directors.
<b>Training Formats</b>	<p>Training formats used include the following:</p> <p><i>Training Clinic</i> – a working WIC clinic utilizing training coaches to train all new staff and to provide refresher training for identified staff.</p> <p><i>Annual WIC/CSFP Meeting</i> – Provided 1 time per year for 1 ½ to 2 days. The conference is planned by a group consisting of state and local WIC &amp; CSFP staff.</p> <p><i>Training Calls</i> – Provided a minimum of 3 times each year. These calls focus on new or changing policies or forms and materials and refresher topics identified through continuing evaluation.</p> <p><i>Vendor Manage Training</i> – Provided biennially to coincide with vendor reauthorization. This training is a train the trainer concept to allow local vendor managers to train their vendor locally.</p> <p><i>Special Workshops</i> -- Workshops will be provided as needed. Topics and target personnel will be determined through the yearly evaluation. Some formats which the training may use include: teleconference, webinars, and regional meetings or small group meetings.</p>

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*Technical Assistance* – Is provided to individual local agencies as necessary by state staff through a variety of methods such as phone calls and in person visits.

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